



# Licensed Practical Nurse

## Job Description

Department: Health  
Position: Career Service  
Grade: 504  
Supervisory: No  
Reports to: Nurse Supervisor

### Summary

Under general guidance and direction of a Nurse Supervisor, administers immunizations and provides educational information regarding vaccine benefits, side effects, and treatment. Performs laboratory screening tests and nursing client services.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Administer appropriate vaccines to patients of all ages according to correct route and site and in compliance with Utah County Health Department (UCHD) policy and procedure.
2. Inform client or guardian of expected immunization side effects and appropriate treatment.
3. Educate public with accurate and appropriate immunization information.
4. Determine age-appropriate immunizations; interview clients or legal guardians, if needed; review clients' medical immunization histories.
5. Record immunizations given and related incidents.
6. Maintain adequate immunization supplies in main clinic and in off-site clinics; inventory and rotate vaccines.
7. Perform metabolic screening on infants as needed; inform clients on the benefits of metabolic screening.
8. Perform venipuncture, as needed.
9. Follow policies and procedures relating to the Tuberculosis program.
10. Provide emergency resuscitation and treatment to clinic patients, as needed.
11. Maintain emergency medical supplies.
12. Respond to public health emergencies as required by the department or division administration.
13. Maintain daily logs as assigned.
14. Follow all UCHD and clinic policies related to providing immunizations.
15. Ensure client forms are properly completed.
16. Document procedures according to established protocol using electronic medical record and other approved forms of documentation.
17. Assist Public Health Nurses, as needed.

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Safety Sensitive: No  
DOT: No  
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18. Carry cellular phone or other emergency communication devices during all work hours when off site.

### **Knowledge, Skills, and Abilities**

- Knowledge of nursing practices and procedures
- Knowledge of biologicals and their interactions
- Skilled in counseling and teaching clients
- Skilled in administering injections, basic life support and first aid, measuring blood pressure, venipuncture, and other nursing skills
- Ability to establish and maintain positive working relationships with clients, co-workers, and supervisors
- Ability to gain the confidence and cooperation of children in order to administer immunizations
- Ability to communicate effectively verbally and in writing
- Ability to establish and maintain accurate records and files

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job typically operates in an environmentally controlled setting such as an office, school, or client's home but may require daily travel from one work site to another location. Clinics may be offered outdoors in inclement weather such as drive-thru immunization clinics or testing sites. This position requires frequent contact with the public, which exposes incumbent to others' illnesses and to possible high-stress or dangerous situations including confrontational, emotionally charged, or uncomfortable circumstances. Incumbent may be exposed to contagious or infectious diseases or hazardous chemicals and work often requires the use of personal protective equipment (PPE) such as gowns, masks, eye shields, and gloves. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopier, shredder, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use a high degree of manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee typically sits at a desk and is regularly required to stand, walk, talk, and hear. Specific vision abilities required for this job include close vision, ability to adjust focus, and ability to distinguish

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between shades of color and patterns. The employee is frequently required to lift, carry, push, pull, or otherwise move objects weighing up to thirty (30) pounds. The employee may work for sustained periods of time maintaining concentrated attention to detail. The employee frequently drives a motor vehicle.

#### **Position Type / Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand, and incumbent may be contacted at any time during emergency situations and during off hours as required by department policy.

#### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

#### **Required Education and Experience**

1. High School Diploma or equivalent.
2. One (1) year of formal nursing training.

#### **Additional Eligibility Qualifications**

1. Applicant must possess valid licensure, either current State of Utah Licensed Practical Nurse, current State of Utah Temporary Licensed Practical Nurse, or current out-of-state licensure recognized through interstate compact legislation. Incumbents possessing temporary or out-of-state licensure must obtain a State of Utah Licensed Practical Nurse licensure during the probationary period for new hires or during the trial period for promoted County employees.
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
3. Incumbents must possess Basic Life Support (BLS) and first aid certifications.
4. Incumbents must successfully complete annual training required to maintain licensure and certifications.
5. Selected applicants will be required to submit to a pre-employment drug screen and background check.
6. Selected applicants shall follow UCHD immunization and TB policy for healthcare workers.

#### **AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

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**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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